

Subject: CIVPERS RECRUITING THROUGH RESUMIX

29 Mar 00

From: Director, Human Resources Office, Pensacola

Subj: RECRUITING THROUGH RESUMIX

Encl: (1) Standards for Products and Services

1. As we all are aware, the official effective date for the implementation of Resumix by the Human Resources Service Center, Southeast (HRSC-SE) occurred 1 March 2000. In reality, the HRSC-SE is in the process of making the transition from the traditional recruiting method to Resumix. In the meantime, both methods of candidate evaluation will be used (as indicated in vacancy announcements) until Resumix is fully implemented. We have trained all interested employees in basic Resumix methods and provided laboratory help for those wishing to create a résumé off line. Training and lab work are still available through your activity Resumix Point of Contact. [Knight, Victoria] Resume writing classes will be offered in May and June on-board NETPDTC.

2. The activity process of creating and forwarding an electronic recruit Request for Personnel Action (RPA) will remain unchanged. The following is provided to give activity management officials an understanding of what to expect as Resumix implementation comes to fruition.

HRO Pensacola: Upon receipt of the RPA for a typical recruit action the HRO will continue to:

- a. Check for prior consideration eligibles (PCEs).
- a. Retrieve, review for accuracy, and attach the appropriate position description to the recruit RPA.
- a. Forward recruit RPA within the HRO for announcement under the CA recruitment process.
- a. Annotate process completion in screen #4 on the recruit RPA.
- a. Forward recruit RPA to the appropriate HRSC-SE Team Leader.
- a. Track recruit RPA to ensure timely recruitment by the HRSC-SE.

HRSC-SE:

- a. Match recruit RPA against candidates in the Priority Placement Program (Stopper List).
 - b. Provide the manager and the HRO a paper copy of the proposed skills list to be used as a crediting plan.
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c. Contact the manager to discuss the job analysis and the appropriateness of the proposed skills to be used as a crediting plan. The manager will then have the opportunity to contact the HRO for any needed advice and assistance, review the list of skills, and add or delete skills that may not be critical and would not likely make distinctions among candidates.

d. Match the finalized position skills to those of applicants who have filed for consideration through the Resumix process and who meet the search parameters (e.g., area of consideration, sources, search option, etc.) specified in the recruit RPA.

e. The resulting selection certificate will be comprised of applicants that are "best qualified" as determined by the number of skill matches and/or a natural break in scores. A paper selection certificate and applications will be sent directly to the manager, with a copy of the first page to the HRO. The number of applicants on the Resumix-produced selection certificate may be a larger number than provided in the past. Managers in receipt of selection certificates should direct any questions regarding the selection process to their HRO advisor. Managers are asked to make several tentative selections, noting the tentative selections in priority order of preference, since the applicants on the certificate will be prescreened for minimum qualifications and will be reviewed by the HRSC-SE (after the tentative selection) for appointability requirements. For example, the HRSC-SE will procure any needed transcripts, certifications, documentation, or other information necessary for the applicant to meet any legal requirements.

NOTE: The résumés received by the activity may not look similar to the product received in the past because of the electronic process used throughout the recruiting process. Additionally, scanned copies of résumés may contain Optical Character Recognition (OCR) errors. This is not an indication of the applicant's presentation or of the applicant's ability to spell and punctuate. Therefore, it is necessary to review résumés for substantive content.

3. Selection certificates completed by the activity are to be returned by the activity via the HRO to the HRSC-SE. HRO will then assist the manager in determining an appropriate tentative effective date, and assist with any pay setting issues. The certificate will then be returned to the HRSC-SE for final processing. Once the certificate is received in the HRSC-SE, the specialist will verify all regulatory requirements prior to making the official job offer to the selectee.

4. Since the activity managers may expect to be contacted by representatives of the HRSC-SE to assist in developing a crediting plan needed to evaluate applications received through Resumix, request that block #3 of the electronic RPA include both a DSN and commercial phone number with area code.

5. Enclosure (1) contains information on goals for completion of personnel actions by HRSC and HRO. As we progress through the conversion to Resumix, we will reevaluate the process and provide you data on actual performance versus standards.

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6. For any questions or additional information, please contact the HRO servicing personnel specialist, or Mr. Justin Schaffer at 452-4443, extension 447. Your assistance in this matter is appreciated.

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Distribution: (NASPNCLAINST 5216.1T)

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HRO N3T

HRO N3M

STANDARDS FOR PRODUCTS AND SERVICES

Human Resources Office Goals:

Recruitment and Classification Requests. The HRO goal is to complete these actions within 10 calendar days from receipt in the HRO and, as appropriate, release the actions to the HRSC. Our goal is to complete and release all other personnel requests within 2 workdays from receipt in the HRO.

Human Resources Service Center Goals:

Recruitment Requests. Upon receipt in the HRSC, their goal is to process and issue a selection certificate according to the following:

50 calendar days for an external recruitment using a 14-day announcement
65 calendar days for an external recruitment using a 30-day announcement
20 calendar days for an internal recruitment using Resumix

Note: In addition, enter-on-duty dates are based on the length of time needed by the activity to make a selection, and administer required drug tests, as well as any physical exams and agility tests. Upon selection, the HRO schedules both the drug test and the physical exam as well as conducts any required agility test upon completion of the physical exam. The time frame from day of selection to enter-on-duty date is approximately 30 calendar days, i.e., the time required to receive results of the drug test.

Reassignment Actions/Non-Competitive Promotion Actions received at the HRSC will be processed according to the following: (This includes career ladder and accretion of duty promotions.)

7 calendar days prior to the effective date for processing career ladder promotions

7 calendar days prior to the effective date for processing Manage to Payroll (MTP) accretion-of-duties promotions (all supporting documentation must be attached and regulatory criteria met)

7 calendar days prior to effective date for processing reassignments

Non-Pay Realignment Actions received at the HRSC will be processed according to the following:

7 calendar days prior to the effective date to process actions where organization tables are already established

15 calendar days prior to the effective date for actions where new organization tables have to be established

Encl (1)

Pay Actions

Payroll errors detected by the HRSC prior to DFAS payroll deadline will be corrected that pay period

Retirement

10 calendar days from receipt in the HRSC to calculate a retirement annuity for planned retirements within four months of the request

30 calendar days from receipt in the HRSC to calculate a retirement annuity for proposed retirements beyond four months of the request

Benefits Counseling

4 calendar days from date of receipt in the HRSC to mail/fax health and life insurance benefits information/packages

Reduction-In-Force (RIF)

210 calendar days from receipt in HRSC to RIF effective date (includes a 120-day notice period.) This timeframe may be reduced or expanded depending on the size of the RIF, the number of RIF iterations which are required, and the amount of employee data validation which must be conducted.

Information Requests

5 calendar days from receipt in the HRSC for specific Defense Civilian Personnel Data Systems (DCPDS) Personnel Report

90 percent of recurring DCPDS reports with pre-established dates will be provided by the agreed-upon date

Official Personnel Folder (OPF) Requests

4 calendar days from receipt of the request in the HRSC to the mailing of an OPF